United Nations ST/IC/2012/23

Secretariat

14 November 2012

Information circular*

To: Members of staff of the United Nations

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations staff efforts to assist those in the City of New York and the surrounding tri-state area who were impacted by the aftermath of Storm Sandy**

1. On 29 October 2012, a weather event devastated the City of New York and the surrounding tri-state area, causing the loss of life, property and widespread destruction. Hundreds of thousands of people, including many colleagues, were severely affected in the aftermath of Storm Sandy.

2. Local government authorities and relief agencies have already responded generously and quickly. However, many people have been displaced and will continue to depend on outside aid and support for some time.

3. The Secretary-General and staff at large, with the support of the United Nations Staff Union, have established a Relief Fund and the United Nations Staff Relief Committee to aid the victims of this devastating storm.

4. United Nations staff members can help in the following ways. They can help the victims by (a) making voluntary contributions, (b) providing assistance with various fundraising activities, or (c) volunteering their time to work with various relief organizations.

5. In order to meet the immediate needs of the local community, staff members can authorize a one-time deduction of a selected amount of their choice through payroll deduction or by making a donation directly to a dedicated United States dollar bank account at JP Morgan Chase Bank (see details and authorization forms in the annex).

6. In addition, in order to provide support for the medium- and long-term needs arising because of this unprecedented disaster, the United Nations Staff Relief Committee has been established to help the victims in the City of New York and the tri-state communities. The Committee has set up an account with the United Nations Federal Credit Union, where staff members can make direct deposits to Account No. 10-3042198-0001 (wire transfers should include ABA #226078609). The

* The present circular will be in effect until further notice.

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Please recycle

Committee will be in operation until 31 March 2013 and will undertake a number of fundraising activities. These events will be announced separately. The Executive Board of the Committee comprises the following members:

- Ms. Eugenia Beldo-Kandakai, Chair
- Ms. Milena Checa-Meedan, Vice-Chair
- Ms. Susana Bastarrica, Vice-Chair
- Ms. Rosemary Lane, Treasurer
- Mr. Francisco Brito, Assistant-Treasurer
- Mr. Julien Terragnolo, Secretary
- Ms. Sibylle Eschapasse, Assistant-Secretary
- Dr. Alexandre Lima, Staff Union Liaison
- Mr. Guy Candusso, Coordinator

7. Many staff members have already donated to provide support for this cause through other relief organizations. The present appeal is being launched so that staff members who wish to contribute through the Organization can join together in solidarity and provide assistance to those affected in the City of New York and the surrounding tri-state area.

8. As a gesture of goodwill and to enable staff members to volunteer their assistance, the Organization has agreed to release staff members for up to two working days, on "official release" during working hours (subject to exigencies of service). Staff members who are interested in volunteering are required to submit their names for consideration to the Staff Relief Committee, which will be working with various groups and agencies. More details will be announced by the Committee in due course.

Annex

Financial donations to the Relief Fund

1. Immediate financial donations to the Relief Fund can be made in the following two ways:

(a) **Payroll deduction**: staff members can authorize a one-time deduction of an amount of their choice. Please fill out the authorization form (below) and submit it to one of the following focal points:

- United Nations Headquarters: your Executive Office
- Offices away from Headquarters: your Director/Chief of Administration
- Field Staff: your Chief/Director of Mission Support

The recovery from payroll can be customized, at the request of the staff member, to be undertaken in up to two instalments.

(b) **Bank account**: staff members can also make their donation directly, by deposit, to the following dedicated United States dollar bank account:

- Bank account title: **United Nations Charitable Donation Account**
- Bank account No.: **485002205**
- Reference: **Storm Sandy Relief**

JP Morgan Chase Bank
New York, N.Y. 10017-2014
United States of America

(SWIFT address: CHASUS33)

(ABA domestic routing No.: 021000021)

2. Contributions for immediate needs are being accepted until 31 December 2012.

PAYROLL DEDUCTION AUTHORIZATION FORM

(for donation to Storm Sandy relief)

FROM: **Date:**.....

Name:.....

Index No.:.....

Dept/Div/Sect/Unit:.....

TO:

The Executive Officer
(Name of Office/Dept., i.e. DM, DPI)

.....

(Room number, if known)

.....

Dear Sir/Madam:

☐ **I hereby authorize you to deduct a fixed amount of ..... from my payroll for the month of November 2012, towards my donation for Storm Sandy Relief.**

☐ **I hereby authorize you to deduct a fixed amount of ..... from my payroll for the month of December 2012, towards my donation for Storm Sandy Relief. My contract with the Organization expires on .....**

☐ **I hereby authorize you to deduct a fixed amount of ..... from my payroll in two instalments, starting from the month of November 2012, towards my donation for Storm Sandy Relief. My contract with the Organization expires on .....**

By selecting one of the above, I understand that the amount as indicated above will be deducted and reflected as such in my monthly pay statement(s) and that the deducted amount will be deposited in the bank account designated to receive staff donations for Storm Sandy relief.

Thank you.

Sincerely,

(Signature of staff member)